

Chesterfield County, Virginia

Announces Recruitment For

Deputy County Administrator

Community Development Division

May 2010

Opportunity to:

- *Work for a nationally respected and award winning local government that values both team-work and individual contribution*
- *Become part of an outstanding and highly stable team of elected and appointed officials*
- *Lead a team of dedicated personnel consisting of experienced professionals*
- *Live and work in an exceptional community*

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Living in Chesterfield County

Chesterfield County is ideally located in the mid-Atlantic region of the United States. This strategic location on the eastern seaboard is a valuable asset. It puts local businesses halfway between the markets of the north and south, within a one-day commute of 50 percent of the U.S. population, 65 percent of the nation's manufacturing operations, and 60 percent of the corporate headquarters in the country.

Chesterfield County is part of the Richmond-Petersburg Metropolitan Statistical Area and is bounded by the cities of Richmond, Petersburg, Hopewell and Colonial Heights. Situated between the James and Appomattox rivers, Chesterfield's land area totals 446 square miles and consists of a pleasant mix of suburban communities that are within a two-hour drive of

Virginia beaches, the Blue Ridge Parkway and Washington D.C.

Chesterfield County is the largest locality in the Richmond/Petersburg MSA and the third largest county in Virginia. Growth is expected to continue in Chesterfield that will result in a projected increase of more than 125,000 persons by 2025. Currently, the county has approximately 316,000 residents. About 74.6% of the population is White, 19.3% is Black, 2.9% is Asian and 3.27% is classified as "other." The average age of a county resident is 36.2 years.

Education is a top priority for Chesterfield. The county has the largest school system in the area and has established innovative programs to serve an increasingly diverse student body.



There are more than 2,000 physicians, 4,000 hospital beds, a trauma center, a major cancer center and a major medical school in the region.

Chesterfield's climate provides generally mild winters and warm, humid summers. An average year provides 103 clear days and 113 days of precipitation (including 14 inches of snow). January has an average temperature of 26 degrees and July has an average temperature of 88.

The Chesterfield County Government

Virginians take great pride in their long tradition of reliable government. The state and local tax rate is one of the lowest in the country, yet Virginians expect and receive a high level of government services. The corollary of good government is fiscal integrity. Virginians operate their local governments according to sound business principles. These principles of good government, fiscal

integrity and public-private partnerships are evident in Chesterfield County.

The county provides complete local government services, including fire and emergency medical services and police protection. Chesterfield is also responsible for its own school system and its own public utilities system.

Chesterfield has no incorporated towns. It is divided into five magisterial districts, each represented by one official elected to serve a term of four years. These elected officials comprise the Board of Supervisors, the legislative body of Chesterfield. The Board of Supervisors elects a chairman from its membership for a one-year term.

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The Chesterfield County Government (Continued)

(Continued from page 1)

The board also employs a county administrator who serves as the county's chief administrative officer under the board's direction. The Board of Supervisors is responsible for establishing local public policy, raising local resources for the support of public programs and overseeing the conduct of the county's affairs through its appointed administrative officials. Chesterfield County is dedicated to quality performance with a focus on excellence in customer service and continuous improvement.

Financial Facts:

- The county holds AAA ratings from all three major bond rating agencies.
- The county holds both the Award for Distinguished Budget Presentation and the Certificate of Achievement for



Chesterfield County Courthouse

Excellence in Financial Reporting from the Government Finance Officers Association.

- The FY2011 budget for the county totals \$1.1 billion, with the two largest components of the budget being the county's general fund (\$701,025,100) and the school fund.

Awards Earned:

- In 2010, Chesterfield County achieved a ranking of 12 on *Training Magazine's* top 125 employers that provide outstanding employee development opportunities through training.

- In 2008, for the third year in a row, Chesterfield County was designated as one of the 100 best Communities for Young People by America's Promise-The Alliance for Youth.

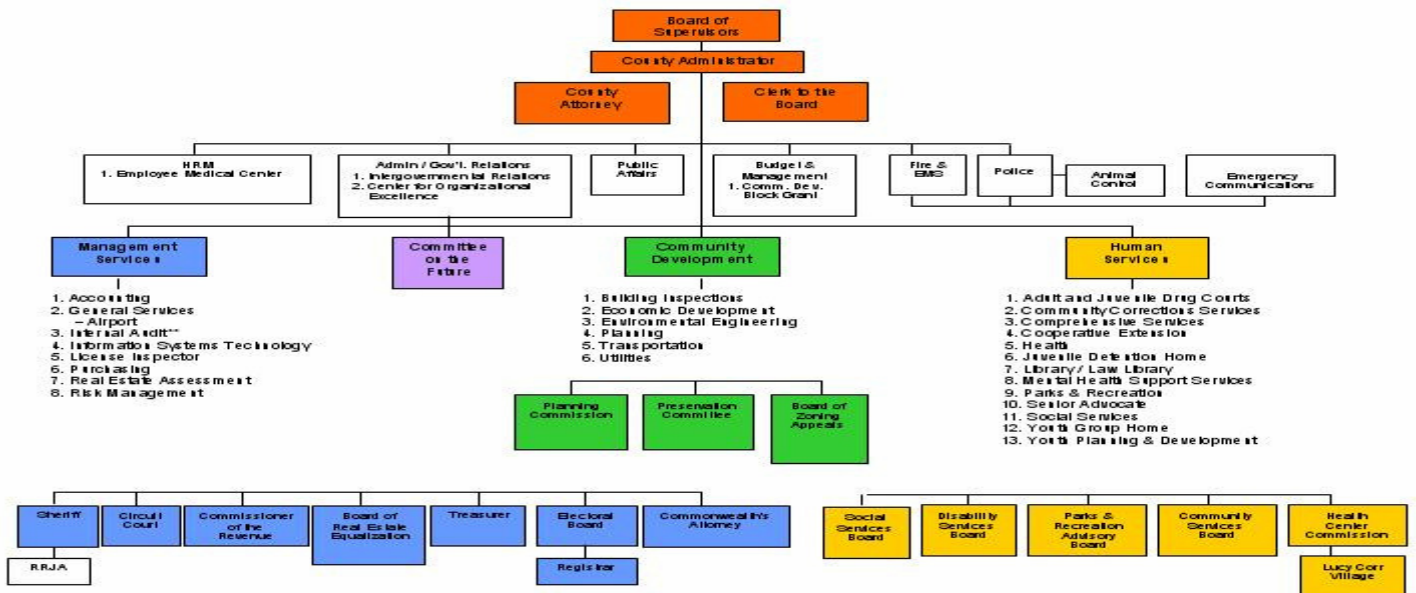
- Chesterfield County received the Diversity All Star Award from the Greater Richmond Chamber of Commerce and the Richmond Human Resource Management Association in 2006.

- In 2004, Chesterfield County was selected as the 17th Best Place to Live in America by *American City Business Journal*.

- Chesterfield County received the Award for Continuing Excellence (ACE) in 2004.

- In 1994, the county received the Gold Medallion Senate Productivity Award.

Chesterfield County Organizational Structure



**The Director of Internal Audit has a reporting responsibility to the Governing Body through the Board of Supervisors' Budget and Audit Committee.

July 1, 2010

Chesterfield County Mission and Strategic Goals

Providing a FIRST CHOICE community through excellence in public service.

1. To be exemplary stewards of the public trust and a model for excellence in government
2. To provide world-class customer service
3. To be known for extraordinary quality of life
4. To be the safest and most secure community
5. To be the employer of choice
6. To be the FIRST CHOICE business community
7. To be responsible protectors of the environment

Deputy County Administrator Profile

Overview

The Deputy County Administrator leads the operations of the Community Development division of county government. The incumbent in this position provides consultation to the county administrator, recommends policies, and sets priorities for consideration by the Board of Supervisors concerning the provision of programs and services administered by the Community Development division. The Deputy County Administrator facilitates working relationships with Community Development department heads on organizational, financial, and administrative strategies to support county goals and objectives related to responsible growth and development in the county. The Deputy County Administrator ensures compliance with federal, state and local laws and ordinances as well as maintains open communication and positive relationships with various sectors of the community such as the legislative delegation, business community, area governments, and county residents. The Community Development division includes the operations of Building Inspection, Economic Development/Revitalization, Environmental Engineering, Planning, Transportation and Utilities. The Deputy County Administrator serves on the executive leadership team and reports to the County Administrator.

Education and Experience

- Bachelor's degree in business or public administration, urban planning or related field is required; master's degree is preferred.
- Minimum of ten years of progressively responsible senior level managerial experience in an organization of comparable size and complexity.
- Ideal candidate will have diverse leadership experience and show a high level of interest and successful achievement in building outstanding communities. Experience will include a strong leadership, financial, strategic planning and community development background.

Personal Traits

- Energetic and self-motivated
- Ethical with high moral standards
- Honest, trustworthy, open and candid
- Loyal and committed
- Accessible and approachable
- Proactive in dealing with issues
- Good listener, responsive to county leadership and staff concerns
- Visionary, global thinker, willing to be creative and think outside the box
- Compassionate
- Self confident, tactful, discrete, diplomatic
- Team oriented and consensus builder
- Values diversity
- Community-minded

Professional Skills and Management Style

- Strong management and effective leadership to deliver high quality public services in an efficient manner
- Articulate, confident, and enthusiastic in presenting ideas, while being respectful of others
- Excellent analytical skills yet creative, with a strong focus on innovation in government or in a complex organization
- Self starter, hard working, with a results-driven approach to management
- Ability to partner and collaborate with multiple groups in developing solutions to meet the needs of the county
- Fairness and integrity in approach to decision making yet firm in application of policies, rules and laws
- Ability to manage with confidence and courage to do what's right, even in the face of adversity
- Flexible and able to adjust to changing leadership
- Strong commitment to the overall success of the organization
- Think independently and possess a "big picture" vision and strategic perspective
- Organized and timely in response to requests for information from all sources
- Develops and maintains good public relations with county leadership, regional leaders, community groups and citizens
- Openly encourages and supports diversity with ability to communicate with various constituencies with sensitivity and genuineness
- Effectively manage change by working with all levels of government as well as business and residential communities
- Visible and effective leader of the Community Development division that understands and addresses needs of all staff

Performance & Expectations

Administrative Ability: Must have demonstrated performance in working with staff to build consensus and the ability to select well qualified and motivated department heads. Excellent communication skills are required, including the ability to listen to and communicate with various segments of the community, while developing a strong relationship with the community development community. Must demonstrate the ability to understand and respond to community development issues to effectively lead the division. Must demonstrate the use of urban planning and development concepts, principles, strategies, practices, and techniques to promote process improvements. Incumbent must be willing to devote whatever time is necessary to achieve the goals and guidelines established by county leadership. Knowledge of how to effectively use existing community resources and portray strong leadership qualities are extremely important.

County Administrator/Board of Supervisors Relations: Ability to effectively work with the County Administrator and Board members to keep them informed and explain technical processes. Must be able to adequately inform the County Administrator and Board on a regular and timely basis on important issues. Incumbent must be able to accept constructive criticism and to implement needed changes incorporating new ideas. Incumbent must be open and honest with the County Administrator and Board and able to present well thought out recommendations to issues and problems which affect the county. Must be able to work closely with the County Administrator to interpret and carry out the Board's adopted vision statement and the intentions and direction of the Board enthusiastically.

Human Resource Management: Must demonstrate effective interpersonal skills to communicate the county's goals and needs to department heads and employees. Must be able to inspire and motivate employees and demonstrate fairness in dealing with staff. Must have demonstrated a commitment to teambuilding, equal employment opportunity, diversity and upward mobility of staff.

Budget and Finance: Must have demonstrated prior experience in successfully managing complex financial budgets and activities.

Interagency and Multi-jurisdictional Relations: Must be able to successfully relate to and develop good working relationships with community-based agencies and multi-jurisdictional boards and programs.

Compensation and Benefits

Salary for the position is negotiable, based on qualifications and experience. The successful candidate will receive a comprehensive benefits package to include:

- Virginia Retirement System Retirement Plan
- Additional Compensable Benefits totaling approximately \$20,000 for Deferred Compensation & Salary in Lieu of a Car Allowance
- Paid Holidays, Vacation and Sick Leave
- Health and Dental Insurance
- Group Life Insurance

For More Information Visit:
www.chesterfield.gov



**-An Equal Opportunity Employer Committed to
Workforce Diversity-**

Application Process

The application deadline date is **May 27, 2010**. Interested applicants should submit a confidential resume with cover letter and present salary requirements to:

Mary Martin Selby, Director of HR Services
Chesterfield County Human Resource Management
P.O. Box 40
Chesterfield, VA 23832
(804) 748-1551

Electronic responses are preferred and should be directed to
executivesearch@chesterfield.gov

A pre-employment drug test and an extensive background check are required.

**Deputy County Administrator for Community Development
Chesterfield County, Virginia**



Chesterfield County, Virginia (Richmond-Metro Area), a recognized leader and award winning local government, is seeking an individual with strong leadership qualities and management experience to provide strategic direction, oversee operations and policy implementation and ensure desired outcomes are achieved for the county's division of Community Development. The Community Development division includes the operations of Building Inspection, Economic Development/Revitalization, Environmental Engineering, Planning, Transportation and Utilities.

Chesterfield, a suburban county of 446 square miles, is centrally located in the Commonwealth with a population of approximately 316,000 residents. Chesterfield is the corporate location for many small businesses as well as large international companies and has a national reputation as one of the most affluent and most educated localities in the country. Chesterfield is proud to be the recipient of the prestigious U.S. Senate Productivity and Quality Award gold medallion, the Award for Continuing Excellence (ACE) and holds AAA bond ratings from all three rating agencies, one of only 25 counties nationwide.

The county is searching for a leader who is dynamic, innovative and experienced in delivering a variety of complex services and programs at the senior management level and has a proven record of success in quality and efficiency. Successful candidates should possess the following qualifications:

- strong experience in leadership, financial, strategic planning and community development in an organization of comparable size and complexity
- ability to recruit, inspire, motivate and retain a high performing and diverse staff committed to continuous improvement and excellence in customer service
- possess strong leadership talent and communication skills to deliver high quality services in an efficient manner
- excellent analytical skills with a strong focus on innovation in government or in a complex organization
- demonstrated commitment to the overall success of an organization
- self-starter, hard-working, and results-driven approach
- ability to think independently and possess a "big picture" vision and strategic perspective
- ability to partner and develop positive working relationships with other regional governments, business communities, civic organizations, schools and state and federal agencies
- ability to effectively manage change in working with all levels of government as well as business and residential communities

Candidates must possess a bachelor's degree in Public Administration, Business Administration, Urban Planning, or related field, (Master's Degree preferred) and a minimum of ten (10) years of progressively responsible senior level managerial experience in an organization of comparable size and complexity, or an equivalent combination of training and experience.

For additional information about the Deputy County Administrator position, visit **careers.chesterfield.gov**.
To learn more about Chesterfield County Government, visit **www.chesterfield.gov**.

Pre-employment drug testing and an extensive background investigation including fingerprinting for an FBI criminal check required.

This recruitment will remain open until **May 27, 2010**. Interested applicants should submit a confidential resume with cover letter and salary requirements to:

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Chesterfield County Human Resource Management
P.O. Box 40
Chesterfield, VA 23832
Email: executivesearch@chesterfield.gov
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